

**MINUTES OF THE
IMPROVEMENT & SERVICE COMMITTEE
Tuesday, June 9, 2015
ROOM 310, CITY HALL
6:30 p.m.**

MEMBERS: Brian Danzinger, Joe Moore, David Nennig, Jerry Wiezbiskie

1. Approval of the minutes from the regular meeting on May 13, 2015.

A motion was made by Ald. Nennig and seconded by Ald. Wiezbiskie to approve the minutes from the regular meeting on May 13, 2015. Motion carried.

2. Approval of the agenda.

To accommodate those in attendance, item numbers 9, 19, 3, 4, 5, 6, 11, 7 and 8 were taken out of order, then the Committee returned to the proposed agenda.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the agenda as amended. Motion carried.

3. Request by Bill Widmer, 126 Pine Street, Suite 101, to install a temporary rack for merchandise sale/rental in the right-of-way of Pine Street.

Director Grenier referred members of the Committee to Item No. 3 in their packets. Mr. Widmer is proposing to install a canoe/kayak rack outside of his business in the Pine Street right-of-way adjacent to the entrance to the City Deck. The rack would be a seasonal rack. Department of Public Works (DPW) staff recommends approval of the Hold Harmless Agreement contingent upon receiving the applicable insurance certificate, the owner receiving all necessary City approvals and authorization to the Mayor and City Clerk to execute the agreement.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the request by Bill Widmer, 126 Pine Street, Suite 101, to install a temporary rack for merchandise sale/rental in the right-of-way of Pine Street contingent upon executing a Hold Harmless Agreement, placing on file with the City applicable insurance, obtain all necessary City approvals, and authorize the Mayor and City Clerk to execute the agreement. Motion carried.

4. Request by DigiCopy for an amendment to the Air Rights Easement to allow a flag mounted sign at 211 E. Walnut Street.

Director Grenier referred members of the Committee to Item No. 4 in their packets. The renderings show the new flag mounted sign. The Director stated that the new flag sign does meet the business district requirements. DPW staff recommends approval of the Hold Harmless Agreement contingent upon receiving the applicable insurance certificate, DigiCopy receiving all necessary City approvals and authorization to the Mayor and City Clerk to execute the agreement.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the request by DigiCopy for an amendment to the existing Air Rights Easement to allow a flag mounted sign at 211 E. Walnut Street. Motion carried.

5. Request by Oak Grove Neighborhood Association to place sculpture on Parcel 21-1281 near neighborhood association sign.

Director Grenier referred members of the Committee to Item No. 5 in their packets. The packet includes a written description and graphics. The proposed sculpture will be placed near the neighborhood association sign out of motorists' sightlines. The sculpture will belong to the association and not the City. DPW staff recommends approval of the Hold Harmless Agreement contingent upon receiving the applicable insurance certificate, Oak Grove Neighborhood Association receiving all necessary City approvals and authorization to the Mayor and City Clerk to execute the agreement.

Dan Theno spoke on behalf of the Association. The artist will be Kent Hutchison who is a resident of the neighborhood.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the request by Oak Grove Neighborhood Association to place sculpture on Parcel 21-1281 near neighborhood association sign, and amend the existing Hold Harmless Agreement for the neighborhood association sign to include the sculpture. Motion carried.

6. Request from Dale Lenss to remove sidewalk from property at 2069-2071 Jamesford Avenue.

Director Grenier referred Committee members to Item No. 6 in their packets. The enclosed overhead shows the sidewalk on Jamesford Avenue. This parcel is the only parcel on Jamesford Avenue with sidewalk. DPW policy is to not remove any sidewalk. The Director stated that removal, if granted, would be at the owners expense.

Ald. DeWane stated that the current sidewalk is in a bad state of disrepair. The large trees have caused the sidewalk panels to heave, some of them almost 6-inches. Saving the trees and removing the sidewalk makes more sense than replacing the sidewalk.

Ald. Nennig stated it would be reasonable to remove the sidewalk but with the condition that the area is restored to grass.

Ald. Danzinger stated that he has no problem with allowing the sidewalk to be removed.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to conditionally approve the request from Dale Lenss to remove sidewalk from property at 2069-2071 Jamesford Avenue with the condition being that the area be restored back to City standards at the property owner's sole cost. Motion carried.

7. Request by Ald. Tim DeWane to look into two streets, 100-200 blocks S. Roosevelt Street and 700-900 blocks S. Webster Street, which are in desperate need of repairs.

Director Grenier referred Committee members to Item No. 7 in their packets. The information includes overhead photos of the blocks in question and a copy of the condition reports for the streets. The condition of the Roosevelt Street is not good but it is rated as a 3 out of 10. At this time streets with a 1 or 2 rating out of 10 are being reconstructed.

Ald. Tim DeWane stated that these two blocks of Roosevelt are not safe for motorcycles or bikers and it should be reconstructed as soon as possible. The Alderman requested a list of streets that have a 1 or 2 rating.

Director Grenier stated that the 700-900 blocks of S. Webster were originally slated for reconstruction in 2014. That did not occur. This section of S. Webster Ave. is scheduled for 2016. Coincidentally the County will be reconstructing the bridge over the train tracks by Schroeder flowers at the same time. The City will be able to use the same detour route as the County. The City has been in contact with the hospitals and Bellin Run coordinators to discuss scheduling of the project. The road will not be under construction by the hospitals until after the race has taken place. Waiting until after the race to start construction is going to compress the schedule and the City will be charged a premium by the contractors.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to receive and place on file the request by Ald. Tim DeWane to look into two streets, 100-200 blocks S. Roosevelt Street and 700-900 blocks S. Webster Street, which are in desperate need of repairs. Motion carried.

8. Request by Ald. Tim DeWane for a report on past, current and future, starting in 2012, regarding road construction projects/street, highway repairs that the City assisted other surrounding communities.

Director Grenier presented a list of past, current, and future joint projects.

Past Projects – By Year and Jurisdiction

2012 No joint projects with other municipalities

2013 New construction of Bart Starr Drive, Tony Canadeo Run to Potts Avenue; constructed jointly with Village of Ashwaubenon

2014 Oneida Street – Potts Avenue to Lombardi Avenue; constructed jointly with Brown County

Packerland/Cormier Intersection Signal Replacement; constructed jointly with Brown County and Village of Ashwaubenon

Current Projects – By Jurisdiction

Cormier Road, Packerland Drive to Southpoint Road; constructed jointly with Village of Ashwaubenon

Future Projects – By Year and Jurisdiction

2016 Humboldt Road, Cornelius Road to Spartan Road; constructed jointly with Brown County

2016 Hemlock Road, Luxemburg Road to Church Road; constructed jointly with Town of Scott

The City also performs pavement marking for Village of Allouez, Village of Bellevue, DePere and the City gave Village of Howard a proposal on performing their painting also. The Village of Howard had decided to stay with the County for their pavement marking. When the City performs work for other municipalities, the City will invoice that community. The invoice includes not only labor costs but also all cost for the equipment including a replacement cost. There are times that the City will perform work for the County. For example, the City recently performed some road grinding for Brown County who was actually performing the work for Wisconsin Department of Transportation (WDOT).

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to receive and place on file the request by Ald. Tim DeWane for a report on past, current and future, starting in 2012, regarding road construction projects/street, highway repairs that the City assisted other surrounding communities. Motion carried.

9. Request by Ald. Steuer to address handicapped parking issues and other parking issues, particularly near The Flats area, with all of the construction taking place in the downtown area. Also referred to Traffic Commission.

Director Grenier stated that this item is also on the Traffic Commission agenda and recommends to receive and place it on file.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to receive and place on file the request by Ald. Steuer to address handicapped parking issues and other parking issues, particularly near The Flats area, with all of the construction taking place in the downtown area. Also referred to Traffic Commission. Motion carried.

10. Request by Ald. Danzinger to review the status of Katers Drive following resurfacing in 2014.

Director Grenier referred Committee members to Item No. 10 in their packets. The photograph was taken after a recent rainfall event. The Cement-Stabilized Base (CSB) under the pavement is cracking. The cracking is somewhat accelerated from what was expected with this type of construction. Normally CSB will crack at a rate of 1-inch per year. Katers Drive has three-inches of asphalt. The cracking should have taken three (3) years to appear. The street will be crack sealed this year. The cracking will not affect the warranty period.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to receive and place on file the request by Ald. Danzinger to review the status of Katers Drive following resurfacing in 2014. Motion carried.

11. Presentation on warning siren coverage test by Melissa Spielman, Brown County Emergency Management.

Melissa Spielman presented a summary of the results of the County's recent emergency siren coverage test. There are 61 sirens in the County of which 14 sirens are in the City. The sirens are designed for a 1, 1-1/2, or 2 mile range of coverage. The sirens in service range in age from the 1950's to 2012. After the coverage test Brown County received approximately 25 calls. Not all callers left an address. Three (3) callers did have City addresses. Brown County Emergency Management (BCEM) will investigate each area identified by a caller. BCEM personnel will go to the address during siren testing to verify the complaint of not being able to hear the siren. An item that most people do not realize is that the sirens are only meant to notify people who are outside. The sirens are not meant to notify people inside of buildings. People inside buildings should be utilizing a weather radio or one of the many other types of media outlets. Ms. Spielman stated that typical costs for the sirens is \$18K for a 1 mile range siren and \$30K for a 2 mile range siren. New sirens installed in the City would be paid for by the City. The County would maintain the sirens. The tornado sirens only sound if there is an actual confirmed tornado. Ms. Spielman will provide more information to Director Grenier who can forward it on to the Committee members.

Director Grenier asked if the potential locations shown on the handout are meant to close the gaps in coverage? East of Bay Beach is one (1) of those areas. The sirens shown are the 1-mile range version. Would more testing be required to determine which range of siren to purchase?

Ms. Spielman stated that at the time of purchase BCEM would work with the City using their GIS program to determine which sirens to purchase.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to receive and place on file the presentation on warning siren coverage test by Melissa Spielman, Brown County Emergency Management. Motion carried.

12. Report of the Purchasing Manager:

- A. Request approval to award the purchase of a Trailer Mounted Joint Sealer to Sherwin Industries, Inc. \$39,275.
- B. Request approval to award the purchase of truck equipment to Olson Trailer & Body for \$19,812.
- C. Request approval to award the purchase of a GPS/AVL Vehicle Management System to Precise MRM for \$67,116.

Director Grenier referred Committee members to the Purchasing Manager's Report in their packets. Four (4) bids were received for the Trailer Mounted Joint Sealer.

Purchasing recommends awarding the purchase of a trailer mounted joint sealer to Sherwin Industries, Inc. in the amount of \$39,275.00.

Three (3) bids were received for the Liftgates, Rear Vision Cameras & Tool Boxes. Purchasing recommends award to the lowest, responsive, responsible vendor Olson Body and Trailer in the amount of \$19,812.

Two (2) bids were received for the GPS/AVL Vehicle management System. Vendor #1 did not comply with our specifications as their proposed system is not capable of collecting and recording data from the City's existing in-vehicle spreader and plow control systems. This functionality is necessary to gather and report information required by the State of Wisconsin MS 4 storm water permit. Purchasing recommends awarding to the lowest, responsive, responsible vendor, Precise MRM in the amount of \$67,116.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the report of the Purchasing Manager:

- A. To approve the purchase of a Trailer Mounted Joint Sealer to Sherwin Industries, Inc. \$39,275.
- B. To approve the purchase of truck equipment to Olson Trailer & Body for \$19,812.
- C. To approve the purchase of a GPS/AVL Vehicle Management System to Precise MRM for \$67,116.

Motion carried.

- 13. Review and award the following contracts to the low, responsive bidders:
 - A. PARKS PROJECT 1-15 BAY BEACH AMUSEMENT PARK IMPROVEMENTS – PHASE 2
 - B. SEWERS 3-15 (INCLUDING WATER MAIN)
 - C. SIDEWALKS 2015

Director Grenier referred the Committee to the bid summary sheets included in their packets. The bid received for the PARKS PROJECT 1-15 BAY BEACH AMUSEMENT PARK IMPROVEMENTS – PHASE 2 was much higher than anticipated. Parks Department has decided to not award the project. DPW recommends that SEWERS 3-15 (INCLUDING WATER MAIN) be awarded to the lowest responsive, responsible bidder, Feaker & Sons in the amount of \$450,358.50. DPW staff recommends that SIDEWALKS 2015 be awarded to the lowest, responsive, responsible bidder Martell Construction in the amount of \$265,470.00.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to deny the award of the following contract to the low, responsive bidder:

- A. To deny to award contract PARKS PROJECT 1-15 BAY BEACH AMUSEMENT PARK IMPROVEMENTS – PHASE 2 to the low, responsive bidder.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the award of the following contracts to the low, responsive bidders:

- B. To approve to award contract SEWERS 3-15 (INCLUDING WATER MAIN) to the low, responsive bidder, Feaker & Sons, in the amount of \$450,358.50.
- C. To approve to award contract SIDEWALKS 2015 to the low, responsive bidder, Martell Construction, in the amount of \$265,470.00.

Motion carried.

14. Request by GB Metreau, LLC to allow their contractor to install temporary electric service to the property at 115 E Walnut Street across City property and right-of-way.

There is not any on-site power for the Metreau project. The closest transformer is on the south side of Walnut Street. Temporary power will be run from that transformer through the pedestrian tunnel under Walnut Street up to the Metreau site. The proposed temporary power installation was reviewed and approved by the City's east side electrical inspector. DPW staff recommends approving the easement to allow GB Metreau, LLC to install a temporary electric service to the property at 115 E. Walnut Street contingent upon execution of a Hold Harmless Agreement, placing on file with the City applicable insurance, obtain all necessary City approvals, and authorize the Mayor and City Clerk to execute the agreement.

A motion was made by Ald. Nennig and seconded by Ald. Wiezbiskie to approve the request by GB Metreau, LLC to allow their contractor to install temporary electric service to the property at 115 E Walnut Street across City property and right-of-way contingent upon executing a Hold Harmless Agreement, placing on file with the City applicable insurance, obtain all necessary City approvals, and authorize the Mayor and City Clerk to execute the agreement. Motion carried.

15. Approval of the following Permanent Limited Easements (PLE) and Temporary Limited Easements (TLE):

SEWER EASEMENT FROM FRANZ AVENUE TO BAIRDS CREEK

| | | |
|--|----------|-----------------|
| Ruben Mosqueda. Parcel Number 2 (21-1993) | \$250.00 | P.L.E. & T.L.E. |
| Tedford Enterprises, LLC Parcel Number 4 (19-290) | \$250.00 | T.L.E. |

These easements are required for the storm sewer replacement project on Franz Avenue.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to To approve the following Permanent Limited Easements (PLE) and Temporary Limited Easements (TLE):

SEWER EASEMENT FROM FRANZ AVENUE TO BAIRDS CREEK

| | | |
|--|----------|-----------------|
| Ruben Mosqueda. Parcel Number 2 (21-1993) | \$250.00 | P.L.E. & T.L.E. |
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| Tedford Enterprises, LLC Parcel Number 4 (19-290) | \$250.00 | T.L.E. |
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Motion carried.

16. Applications for Concrete Sidewalk Builder's Licenses by the following:

- A. Allied Concrete Construction, Inc.
- B. E & I Concrete Construction
- C. Korowski Construction LLC
- D. N & L Concrete Construction LLP
- E. Ray Jaeger Construction, Inc.

All applicants have held a Concrete Sidewalk Builder's License with the City in the past. DPW staff recommends approving all of the applications for Sidewalk Builder's Licenses.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the applications for Concrete Sidewalk Builder's Licenses by the following:

- A. Allied Concrete Construction, Inc.
- B. E & I Concrete Construction
- C. Kurowski Construction LLC
- D. N & L Concrete Construction LLP
- E. Ray Jaeger Construction, Inc.

Motion carried.

17. Application for an Underground Sprinkler System License by the following:

- A. Rain Master Irrigation, Inc.
- B. Wolfraths Nursery & Landscaping

Rain Master Irrigation, Inc. has held a license in the past. DPW staff recommends approval of the applications for license for Rain Master Irrigation, Inc. and Wolfraths Nursery & Landscaping.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the applications for an Underground Sprinkler System License by the following:

- A. Rain Master Irrigation, Inc.

B. Wolfraths Nursery & Landscaping

Motion carried.

18. Director's Report on recent activities of the Public Works Department.

This is the first time since 2011 that DPW Engineering Division is back at full strength. The sewer section of operations is in maintenance mode. They are out cleaning catch basins throughout the City. The streets section is about two (2) weeks behind due to the extended yard waste pick-up schedule. The City's construction projects are in full swing. The city's joint sealing crews have applied more joint sealant this year than all season just a few years ago. Today a press release was sent out regarding tipper carts being left streetside.

To receive and place on file the verbal Director's Report on recent activities of the Public Works Department.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to receive and place on file the verbal Director's Report on the recent activities of the Public Works Department. Motion carried.

19. Request by Ald. Thomas DeWane to discuss, with possible action, whether the homeowner or the City should be responsible for damage in front of 641-643 Welland Avenue (referred back from May 13, 2015 meeting).

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to open the floor for discussion.

Patrick Zoeller, 551 N. Northview Rd is the owner of 641-643 Welland Avenue. An overhead map was distributed which showed where the issue is located on the sanitary lateral. He stated that the issue with the sanitary lateral is under the street and therefore in his opinion not his responsibility. The City was involved with the inspection of the lateral when it was installed. The lateral is approximately eight (8) years old.

Director Grenier stated that he has had a phone conversation with the property owner regarding an issue with a privately owned sanitary lateral that is located in the right-of-way. He had advised the property owner that City policy is that the property owner is responsible for all maintenance to sanitary laterals from the point of connection to the main up to the structure it serves. The lateral was installed correctly at the time of construction. At this time DPW does not know if the lateral was installed under a City contract or by a developer's agreement. DPW would have inspected the portion of the lateral installed in the right-of-way. City policy is to treat every sanitary lateral the same regardless of age. There is no way to determine when the lateral had failed.

Ald. Danzinger stated that DPW and the Committee must follow City Policy and that this Committee does not decide if compensation is justified. The owner could file a claim against the City regarding the lateral.

Ald. Nennig stated that we all know the lateral has failed but we do not know why it failed. He has had a resident file a claim in a similar situation and that particular claim was denied. He would not discourage Mr. Zoeller from filing a claim.

Ald. Weizbiskie stated that this Committee is policy based and cannot issue a judgement.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to receive and place on file the request by Ald. Thomas DeWane to discuss, with possible action, whether the homeowner or the City should be responsible for damage in front of 641-643 Welland Avenue. Motion carried.

A motion was made by Ald. Nennig and seconded by Ald. Nennig to adjourn the meeting. Motion carried.

Meeting adjourned at 8:25 p.m.